UNITED NATIONS

ST

Secretariat

ST/IC/1993/23
5 April 1993

INFORMATION CIRCULAR

To: Members of the staff

From: Director of Personnel

Subject: MISSIONS ROSTER*

1. Over the past two years, the Organization has launched a number of peace-keeping missions. While a great many staff members have already responded to this challenge, many more are likely to wish to offer their services in the future.

2. With a view to utilizing the available resources in the most effective manner, the Office of Human Resources Management maintains a roster of staff members who have already indicated their interest in being considered for mission service. As the needs arise, selections of staff members are made from this roster after an evaluation of each person's suitability.

3. Staff members who have never submitted an application for mission service are invited to apply by completing the attached form in its entirety, whereas those who have previously applied are encouraged to indicate their continued interest by using the attached application form for an update only of their newly acquired skills and/or any other changes since their latest application. Unchanged items on the application form should be left blank.

4. In order to ensure a meaningful review and evaluation of the applicants, each application form should be accompanied by a copy of the fact-sheet and the latest performance evaluation report.

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* Personnel Manual index No. 1152.

5. Applications should be forwarded to one of the following addresses:

- For Professional staff:
  Professional Staffing Service
  Room S-2500
  United Nations
  New York, NY 10017

- For General Service and related categories:
  General Service Staffing Section
  Room DC1-200
  United Nations
  New York, NY 10017

6. This circular supersedes information circular ST/IC/89/54 dated 16 August 1989.

# APPLICATION FOR MISSION ASSIGNMENT

1. **GENERAL INFORMATION** (Please type or print in capitals)

| Family Name: | First Name: | Index No: | Sex: | Category/Level: |
|---|---|---|---|---|
| | | | | |

| Functional Title: | Department/Office: | Room No: | UN Telephone No/Ext: | Home Telephone No.: |
|---|---|---|---|---|
| | | | | |

| Organization: | Duty Station: | Date of Birth: (D/M/Y) | Fax No: |
|---|---|---|---|
| | | | |

| Nationality: | EOD Date (D/M/Y) | Type of Contract: | Expiry Date (D/M/Y): |
|---|---|---|---|
| | | | |

2. **HAVE YOU SUBMITTED AN APPLICATION PREVIOUSLY?**

No [ ] Yes [ ] (if yes, please state date and provide only new information below _____)

3. **SKILLS**

| Language | Mother Tongue | LPE | Read | Write | Speak | Understand | Clerical | Typing | Shorthand |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

WordPerfect [ ] dBase3+ [ ] Paradox [ ] Lotus 123 [ ] QuattroPro [ ] Other Computer Languages [ ] (specify: _____)
Driver's License: Yes [ ] No [ ]

4. **WORK EXPERIENCE**: Dates and remarks

| AREA | ✓ | UNITED NATIONS | ✓ | OTHER |
|---|---|---|---|---|
| Accounts/Finance/Budget | | | | |
| Economics | | | | |
| Electronic Data Processing | | | | |
| Legal | | | | |
| Personnel | | | | |
| Political Affairs/Human Rights | | | | |
| Pouch/Registry | | | | |
| Procurement | | | | |
| Inventory/Supply | | | | |
| Public Information | | | | |
| Social/Humanitarian Affairs | | | | |
| Travel/Shipping | | | | |
| Other (not mentioned above; specify) | | | | |

| Missions - List preferences | Previous Mission Assignment(s): Functional title (s) & date(s) |
|---|---|
| | |

5. **REMARKS**

_____

_____

( For additional space, please use reverse of this form or attach a separate sheet. )

**APPLICATIONS SHOULD BE FORWARDED TO ONE OF THE FOLLOWING ADDRESSES:**

FOR PROFESSIONAL STAFF: PROFESSIONAL STAFFING SERVICE
UNITED NATIONS ROOM S-2500
NEW YORK, N.Y. 10017

FOR GENERAL SERVICE AND RELATED CATEGORIES:
GENERAL SERVICE STAFFING SECTION
UNITED NATIONS ROOM DC1-200
NEW YORK, N.Y. 10017

**Signature** _____ **Date** _____

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